

CHAPTER 1

GENERAL INFORMATION

A. PURPOSE

This Manual assigns responsibilities and prescribes procedures for use of FORDTIS by DoD Components. Supplemental procedures for users of FORDTIS interactive terminals are contained in the FORDTIS On-Line User's Guide (reference (a)).

B. DEFINITIONS

1. Data Base Administrator (DBA). A person assigned responsibility by a DoD Component for the accuracy and completeness of the input into one or more FORDTIS Historical or Reference data bases.

2. Open or Active Case. A case that has been entered in a FORDTIS Tracking and Assignment data base and is under consideration by the Department of Defense.

3. Classified Military Information (CMI). U.S. defense information or material that requires protection against unauthorized disclosure in the interests of national security and that is limited to three security classifications: TOP SECRET, SECRET, and CONFIDENTIAL.

4. CMI Case. A request for CMI received from a foreign government or international organization, or proposed for release by a DoD Component, which is an active case in the FORDTIS Tracking and Assignment data base or which has been entered in the CMI Historical data base.

5. Commodity Control List (CCL) Case. An application made by a U.S. entity registered with the Department of Commerce (DoC) to export goods and services on the CCL in accordance with the Export Administration Regulations (EAR) (reference (b)), which is an active case in the FORDTIS Tracking and Assignment data base or which has been entered in the CCL Historical data base.

6. Coordinating Committee (COCOM) Case. A proposal made by a member nation to the COCOM Headquarters in Paris to export goods or services on the COCOM Lists to a communist country, which is an active case in the FORDTIS Tracking and Assignment data base or which has been entered in the COCOM historical data base. The COCOM Lists include the International List (IL), the International Munitions List (IML), and the Atomic Energy List (AEL). For U.S. cases, COCOM cases are first staffed and approved as CCL cases in order to develop and forward a U.S. national position.

7. Accreditation Case. A request received from a foreign government to accredit one of its nationals to one or more defense establishments, which is an active case in the FORDTIS Tracking and Assignment data base or has been entered in the "accreditations" Historical data base.

8. Closed Case. A case that has been decided and is no longer under active consideration by the Department of Defense.

9. Denial. The disapproval of a formal request for a visit, accreditation, or release of CMI, whether the request is of U.S. or foreign origin.

10. Disclosure. The transfer of CMI through approved channels to an authorized representative of a foreign government or international organization.

11. Historical Case. A case that has been closed and entered in an historical data base of FORDTIS by a data base administrator.

12. Munitions Case. An application made by an entity registered with the Department of State (DoS) to export arms, ammunition, or implements of war on the U.S. Munitions List, including technical data related thereto, in accordance with the International Traffic in Arms Regulations (ITAR) (reference (c)), which is an active case in the FORDTIS Tracking and Assignment data base or which has been entered in the "munitions" Historical data base.

13. National Disclosure Policy Exceptions (NDPE) . An exception to the NDP approved by the Secretary or Deputy Secretary of Defense, or by the National Disclosure Policy Committee (ND PC) .

14. NDPE Case. A request for an exception to the NDP that is an active case in the FORDTIS Tracking and Assignment data base or that has been entered in the NDPE Historical data base.

15* Significant Disclosure or Denial. A disclosure or denial is significant if the following apply:

a. TOP SECRET CMI is involved.

b. The case is the first of its kind or tends to establish precedent in terms of classification level, subject matter, countries involved, or involves CMI that would improve substantially a country's military capability.

c. The action derives from an exception to the NDP.

d. The action, in the judgment of the reporting official, represents a noteworthy disclosure decision.

e. The action involves the release of intelligence that is reportable under DoD Directive C-5230.23 (reference (d)).

16. Visit Case. A request received from a foreign government or international organization to visit a defense establishment or a U.S. contractor on defense-related business, which is an active case in the FORDTIS Tracking and Assignment data base or which has been entered in the "visits" Historical data base.